Diving Duty Pay

Overview

Introduction   This guide provides the *procedures* for **Diving Duty Pay**. This entitlement is paid to members who are entitled to basic pay and are:

    (1) assigned by orders to diving duty;
    (2) required to maintain proficiency as a diver by frequent and regular dives; and
    (3) actually performing diving duty.

Topics   The following topics are covered in this guide

Guiding Principles

Introduction   This section provides the *guiding principles* for **Diving Duty Pay**.

Reference   The following references provide additional information about Diving Duty Pay.

(a) Coast Guard Diving Policies & Procedures, COMDTINST M3150.1 (series)
(b) U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chap 4.G

Before you begin   If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide

Auto-stop upon Diving Qualification Lapse Date   Diving Duty Pay stops automatically on the member's Diving Qualification Lapse Date. A new start Diving Duty pay transaction is required for each period of qualification. This is normally every six-months for members on diving duty orders. No member shall be entitled to receive diving pay after diving qualification has lapsed. Upon re-qualification, payments will not be made for the period of lapsed qualification.

Auto-stop upon PCS departure   Diving Duty Pay stops automatically on *the day of PCS departure*. Do not enter a Stop Diving Duty Pay transaction when a member departs PCS. The system will not reflect the Diving Duty Pay stop until the Departing Endorsement on Orders transaction is approved and saved.

Note: If a member is reassigned PCS and takes leave enroute, diving duty pay will continue to accrue up to 30 days if the member has otherwise met the requirements for diving duty pay.
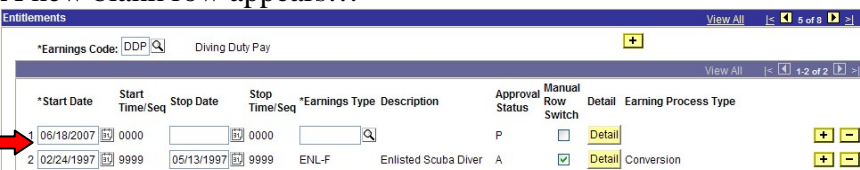
Starting Diving Duty Pay

Introduction   This section provides the procedure for *starting* **Diving Duty Pay**.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a new Diving Duty Pay entitlement.

Step	Action
1	If the member has previously had an entitlement to Diving Duty Pay you will need to insert a new row, click the ➕ button shown below. A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button 📅 to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format.
3	The **Stop Date** may be left blank to pay continuous Diving Duty Pay (through member's Diving Qualification Lapse Date (as entered on the Detail/Supporting Data page, see step 8) or the date the member departs on PCS orders). If this is a temporary entitlement, you may enter the stop date.

Starting Diving Duty Pay, Continued

Procedure **(continued)**

Step	Action
4	Enter the **Earnings Type** in the code if known or use the 🔍 to search and select from a listing of available earning types. | Earnings Code	Earnings Type	Description
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DDP	ENL-D	Enlisted 1st Class Diver
DDP	ENL-E	Enlisted 2nd Class Diver
DDP	ENL-F	Enlisted Scuba Diver
DDP	ENL-G	Enlisted Medical Deep-Sea Diving Tech
DDP	ENL-H	Enlisted Diving Duty @ School under Inst (*See note below*)
DDP	ENL-I	Enlisted Master Diver
DDP	OFF-A	Officer - Ship Salvage/Basic Diving Officer
DDP	OFF-B	Officer Scuba Diver
DDP	OFF-C	Officer Diving Duty @ School under Inst (*See note below*)	 ***Note**: The *Enlisted and Officer Diving Duty at School Under Instruction* codes (**ENL-H** and **OFF-C**) are only used for students under instruction in training courses **longer than five weeks** who are entitled to dive pay **upon successful completion of the pool phase of SCUBA training** (SCUBA Diver (DV) (A-422-0023)/Course Code: 240900). For these members, diving duty pay will commence upon reporting to a diving unit or returning to a diving unit from **initial** training.
5	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
6	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
7	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

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Starting Diving Duty Pay, Continued

Procedure **(continued)**

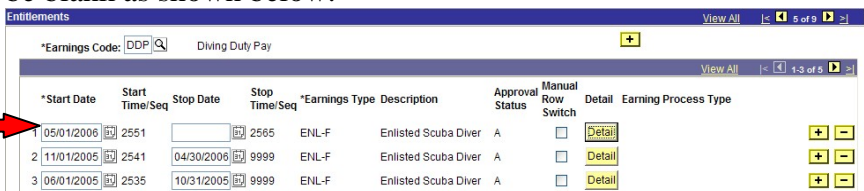| Step	Action
8	Click the Detail button and enter the member's Diving Qualification Lapse Date. **Supporting Data** DDP 12/07/2006 ENL-F Diving Qual Lapse Date: 06/07/2007 Except for CG HQ, normally the maximum number of personnel authorized Diving Duty Pay at an eligible command are: 1 - Officer Ship Salv/Basic Diving (SSDO) 1- Enlisted Deep Sea Diving Medical Tech (DMT) 4 - Enlisted Diving Second Class (DV2) CG HQ is authorized two SSDO qualified divers. OK Cancel
9	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

Stopping Diving Duty Pay

Introduction   This section provides the procedure for *stopping* **Diving Duty Pay**.

Reminder,   Do not enter a Stop Diving Duty Pay transaction when a member departs
PCS auto-stop   PCS. The system will not reflect the Diving Duty Pay stop until the Departing
                    Endorsement on Orders transaction is approved and saved.

Procedure   Follow the steps in the [Basic Navigation Guide](#) to access the member's
                    entitlements detail page. Then, follow these steps to enter a stop Diving Duty
                    Pay transaction.

Step	Action
1	In the ⟦Correct History⟧ mode, find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button 📅 to select the desired date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated.
3	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
4	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Click the ⟦Save⟧ button (located at the bottom left of the screen) to approve and transmit the entry.

Correcting Diving Duty Pay

Introduction   This section provides the procedure for *correcting* **Diving Duty Pay**.

Discussion   Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Diving Duty Pay) and then start a new Diving Duty Pay entitlement.

Procedure   Follow these steps to correct an incorrect Stop date.

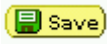| Step	Action
1	In the ![Correct History] mode, find the Diving Duty Pay row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons ![calendar] to modify dates and the magnifying glass ![magnifying glass] to change the earning type.
2	Click the ![Save] button located at the bottom left of the screen.

Deleting Diving Duty Pay

Introduction   This section provides the procedure for *deleting* **Diving Duty Pay**.

Discussion   The total Diving Duty Pay entitlement will be recouped when using this feature.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an Diving Duty Pay transaction.

Step	Action
1	In the [Correct History] mode, find the Diving Duty Pay row to delete. Click on the [-] button located in the row to be deleted.
2	Click the [Save] button located at the bottom left of the screen.